

**THE MINUTES OF THE REGULAR MEETING OF THE HOLTVILLE
CITY COUNCIL
April 25, 2011**

The regular meeting of the Holtville City Council was held on Monday, April 25, 2011 at 5:30 p.m. in the Civic Center. Council Members present were David Bradshaw, Jerry Brittsan, Colleen Ludwig, Richard Layton and Mike Goodsell. Staff members present were Laura Fischer, Alex Silva, Rosa Ramirez and Glyn Snyder. City Treasurer Pete Mellinger, City Attorney Steve Walker and City Engineer Jack Holt were also present.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

Mayor Bradshaw called the meeting to order at 5:00 p.m.

A motion was made by Council Member Goodsell and seconded by Council Member Layton to adjourn to Closed Session. All members present were in favor and the motion carried unanimously.

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Bradshaw called the meeting to order at 6:05 p.m.

PLEDGE OF ALLEGIANCE:

Mayor Bradshaw led the pledge of allegiance.

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

The City Clerk verified that the agenda was duly posted on April 20, 2011.

EXECUTIVE SESSION ANNOUNCEMENTS:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:

(Government Code Section 54956.9(b))

Willowbend LLC vs. City of Holtville

No reportable action taken.

CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION:

(Government Code Section 54956.9(b))

Claim of Preston Veliquette

No reportable action taken.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:

(Government Code Section 54956.9(b)(1))

6 Matters

No reportable action taken.

PUBLIC EMPLOYMENT:

(Government Code Section 54957.6)

Title: City Manager

No reportable action taken.

PUBLIC COMMENTS:

None

CONSENT AGENDA:

1. Approval Of Minutes Of The Regular City Council Meeting Of April 11, 2011

Council Minutes 04/25/11

2. Current Demands #28861 To #28864

3. Current Demand #2202

A motion was made by Council Member Layton and seconded by Council Member Goodsell to approve Consent Agenda items 1 through 3. All members present were in favor and the motion carried unanimously.

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUE:

Council Member Goodsell said the streets look very nice with the recent completion of the street project and he thinks Holtville streets are the envy of other cities.

Council Member Ludwig attended an Area Agency meeting of which she serves on the Finance Committee and she will be attending a LAFCO meeting on Thursday of this week.

Alex Silva handed out invitations to the upcoming Open House for the Fire Department which will be on Saturday, May 7th from 11 a.m. to 2 p.m. He reported the Fire Department did not put on the demonstration at Holtville High School on Thursday at 8:45 a.m. called "Every Fifteen Minutes which is a simulated vehicle accident involving a fatality. The Holtville Unified District School Board felt this demonstration would be too gory for the students and be traumatizing to them. They cancelled the event the night before it was to take place.

Rosa Ramirez **reported** (NO WRITTEN REPORT - **GLYN** – ASK ROSA FOR HER NOTES)

Council Member Brittsan suggested using the Fire Department's flag for the Memorial dedication of the flag pole. He said it has significance due to the fact that it was flown over the White House. The City Manager reported a 60 X 30 ft. flag has already been purchased for the new flag pole. Mr. Brittsan conceded that it doesn't matter to him which flag is used.

A Budget workshop date has been set for Wednesday, May 18th at 5:00 p.m. The Finance Committee will meet prior to the Budget workshop on Wednesday, May 11th at 5:00. Both meetings will be held in the Civic Center and are open to the public.

Rosa Ramirez, Finance Manager announced her resignation. She has been hired by the City of Brawley as their Assistant Finance Manager. Her last day is Friday, May 20th. Ms. Ramirez thanked the City for the opportunities provided to her and said she has enjoyed working with the staff in Holtville. She said she applied for the position in Brawley in January of this year.

The City Manager reported the Mack Park Improvement Project Design meeting will be held tomorrow evening at 6:00 p.m. in the Civic Center and is open to the public. She also said staff is planning to schedule a meeting of the Project Review Committee to discuss the Mack Park Project and the Fire Department Trailer Project.

Jack Holt reported the Street Maintenance Project will be completed by Friday of this week.

UNFINISHED BUSINESS:

Discussion/Related Action To Approve Amendment To Award Construction Contract For Flag Pole Project – Laura Fischer City Manager

A motion was made by Council Member Layton and seconded by Council Member Goodsell to award construction contract for the Flag Pole Project to Pyramid Construction in the amount of \$65,800.00. All members present were in favor and the motion carried unanimously.

Discussion/Related Action Regarding CDBG Audit and Management Response And To Place A Moratorium On All CDBG Projects – Laura Fischer, City Manager

A written report was provided to Council with an overview of the progress made under HOME and CDBG programs as well as to provide Council with information regarding the audit performed by the State in April on the CDBG Program Income Revolving Loan Account and the Freeze Grant Program. Several questions were asked by Council members and answered by the City Manager and City Attorney regarding the audit results.

A motion was made by Mayor Bradshaw and seconded by Council Member Layton to make an adjustment to the General Fund in the amount of \$700.00 for payroll expenses during the fiscal year and to place a moratorium on all CDBG Projects and to approve the draft response letter addressing the April 2010 CDBG and Freeze Grant Audit findings as communicated by the State. These funds will be returned to the State for payroll costs incurred under the Freeze Program after the grant expiration date. All members present were in favor and the motion carried unanimously.

Discussion/Related Action To Authorize The Submittal Of A Request For Proposal For Professional Services For The Engineering Design Of The Sewer Outfall Main And Residential Sewer Line Project – Jack Holt, City Engineer

A motion was made by Council Member Layton and seconded by Council Member Goodsell to authorize the submittal of a Request for Proposal for professional services for the engineering design of the Sewer Outfall Main and Residential Sewer Line Project. All members present were in favor and the motion carried unanimously.

INFORMATION ONLY:

Staff Reports

Written reports were provided by the following: City Manager, Water Works Supervisor, Fire Department, Police Department and City Planner.

ADJOURNMENT:

There being no further business to come before Council, Mayor Bradshaw adjourned the Regular City Council Meeting at 7:13 p.m.

David Bradshaw, Mayor

Glyn Snyder, City Clerk

**THE MINUTES OF THE REGULAR MEETING OF THE HOLTVILLE
REDEVELOPMENT AGENCY
April 25, 2011**

The regular meeting of the Holtville Redevelopment Agency was on Monday, April 25, 2011 in the Civic Center. Board Members present were David Bradshaw, Jerry Brittsan, Colleen Ludwig, Richard Layton and Mike Goodsell. Staff members present were Laura Fischer, Alex Silva, Rosa Ramirez and Glyn Snyder. City Treasurer Pete Mellinger, City Attorney Steve Walker and City Engineer Jack Holt were also present.

REDEVELOPMENT AGENCY CALLED TO ORDER:

Chairman Bradshaw called the Redevelopment meeting to order at 7:13 p.m.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:

(Government Code Section 54956.9(b)(1))

1 Matter

No reportable action taken.

PUBLIC COMMENTS:

None

CONSENT AGENDA:

1. Approval Of Minutes Of The Regular Meeting Of April 11, 2011

2. Current Demand #1635

A motion was made by Board Member Goodsell and seconded by Board Member Layton to approve Consent Agenda item 1 and 2. All members present were in favor and the motion carried unanimously.

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, & COMMUNIQUE:

NEW BUSINESS:

Discussion/Related Action Regarding CDBG Audit And Management Response And To Modify The RDA Budget – Laura Fischer, City Manager

A motion was made by Council Member Ludwig and seconded by Council Member Goodsell to modify the RDA Budget in the amount of \$16,026.00. These funds will be returned to the State this fiscal year for park improvements costs spent under the Freeze Program and determined ineligible by the State during the audit. All members present were in favor and the motion carried unanimously.

INFORMATION ONLY:

Information Only Regarding Mack Park – Laura Fischer, City Manager

The City Manager reported that one set of the new bleachers were delivered one day late and have already been installed by City staff. The other set is missing a part so the old ones have been put back in place until the missing part is delivered. The parking lot was expanded and slurried along with the street project by City employees. The City Manager reported the design for the park upgrades are coming in approximately \$300,000 over budget. She said this is justifiable for the use of the park, but is not realistic for the maintenance of the park by the current staff. Ms. Fischer stated

the negative effect of the proposed RDA budget cuts and the Utility Users Tax Ballot Petition being circulated has an impact on this project. She also reported that there have been no agreements found between Holtville Little League and the City other than an agreement found for snack bar use only for \$1.00 per year. The City has been paying the electricity bill for the park and Mrs. Fischer will be providing a report to Council with the exact costs to the City.
Information only; no action taken.

Information Only Regarding Fire Department, Police Department, Waste Water Treatment Plant Modular Office Project – Laura Fischer, City Manager

Additional information was provided that was not included in the written report that was provided. Council Member Ludwig expressed her frustration on how this happened without coming before Council for approval. Direction was given to staff to place this item on the next agenda. Mrs. Ludwig requested that the Public Safety Building be placed on the next agenda for discussion. She said the Public Safety Building has been on radar for seven years. She asked for some clarification in worksheet format. A COPY OF THE 2011 CAPITAL IMPROVEMENT PROJECT LIST WILL BE PLACED IN EACH COUNCIL MEMBER'S MAILBOXES. Mr. Mellinger also requested the skate park be put back on future agendas.
Information only; no action taken.

ADJOURNMENT:

There being no further business to come before the Board, Chairman Bradshaw adjourned the Regular Redevelopment Agency Meeting at 7:32 p.m.

David Bradshaw, Chairman

Glyn Snyder, Secretary